

Training and CSD Seminars



GSA Free Training Seminars

Customer Service Directors in the following regions will conduct FSS Information Seminars for local customers. While our target audience is new employees in supply and procurement/contracting, updated material will be presented that may be of use to experienced personnel. The following are tentative dates and locations. Exact dates and locations will be announced in regional mailings. Seminars are free, however, lodging and transportation, if required, are the responsibility of the attending agency.

Mid-Atlantic Region

Delaware, Maryland, Pennsylvania, Virginia,
Washington, DC and West Virginia

Would you like a special seminar for a group of 20 or more on a specific subject or at your location? Call Katie Meehan (215) 656-5541

Locations	Dates
Harrisburg, PA	TBA

Contact: Peter Carovillano
E-mail: peter.carovillano@gsa.gov
Phone: (215) 656-0868

Locations	Dates
Washington, DC	January 2000 March 2000 May 2000
Franconia, VA	July 2000 September 2000

Contact: Johnetta Edwards Ford
E-mail: johnetta.edwards@gsa.gov
Phone: (202) 619-8992

Locations	Dates
Norfolk, VA	TBA

Contact: John Engle
E-mail: john.engle@gsa.gov
Phone: (757) 441-3115

Locations	Dates
Eastern Shore, MD	January 2000
Cumberland, MD	April 2000
Patuxent River, MD	TBA

Contact: Tonya Butler
E-mail: tonya.butler@gsa.gov
Phone: (202) 619-8921

Heartland Region

Iowa, Nebraska, Kansas and Missouri

Locations	Dates
Wichita, KS	December 1999
Springfield, MO	February 2000
St. Louis, MO	March 2000
Whiteman AFB, MO	April 2000

Contact: Charlene Musick
E-mail: charlene.musick@gsa.gov
Phone: (816) 823-1240
Fax: (816) 926-1661

Greater Southwest Region

Arkansas, Louisiana, New Mexico, Oklahoma, Texas

Location	Dates
Houston, TX	January 2000
San Antonio, TX	March 2000
Albuquerque, NM	May 2000
Dallas/Fort Worth, TX	July 2000
New Orleans, LA	July 2000
Oklahoma City, OK	August 2000
Little Rock, AR	October 2000
El Paso, TX	November 2000

Contact: Betty Russell
E-mail: betty.russell@gsa.gov
Phone: (817) 978-2692
Fax: (817) 978-2540

Northwest/Arctic Region

Washington, Oregon, Idaho, Alaska

Location **Dates**
Made in GSA Day TBA

Made in GSA Day TBA

A half day showcase of products and publications available through the GSA, Federal Supply Service.

Contact: **Patti Lanzetti**
E-mail: **patti.lanzetti@gsa.gov**
Contact: **Sharon Sciacqua**
E-mail: **sharon.sciacqua@gsa.gov**
Contact: **Bob Brown**
E-mail: **bobl.brown@gsa.gov**
Contact: **Donna Snyder**
E-mail: **donna.snyder@gsa.gov**
Phone: **(253) 931-7516**
Fax: **(253) 931-7201**

Pacific Rim Region

Arizona, California, Hawaii, Nevada, Pacific and Far East

Would you like a special seminar for a group of 20 or more on a specific subject or at your location? Call or E-Mail your local contact listed below.

Locations **Dates**
Monterey, CA December 7, 1999

Contact: **Dan Crilly**
E-mail: **dan.crilly@gsa.gov**
Phone: **(415) 522-3036**
Fax: **(415) 522-2812**

Locations **Dates**
Tripler Army Medical Center, HI TBA

Contact: **Melinda Eyre**
E-Mail: **melinda.eyre@gsa.gov**
Contact: **Cynthia McKeague**
E-mail: **cynthia.mckeague@gsa.gov**
Phone: **(808) 541-1776**
Fax: **(808) 541-3406**

Great Lakes Region

Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

LOCATIONS **DATES**
Bloomington/Normal December, 1999

Contact: **George Deszcz**
Phone: **630-369-3368**

PWC, Great Lakes, IL December 8, 1999
VAMC, North Chicago, IL December 15, 1999

Contact: **Elbert Bryant**
Phone: **847-360-1889**

St. Paul, MN December 6, 1999

Contact: **John Barnicle**
Phone: **651-681-1625**

DFAS, Indianapolis, IN December, 1999
Fed. Bldg., Indianapolis, IN December, 1999

Contact: **Gary Dugan**
Phone: **317-377-7016**

Chicago, IL December, 1999

Contact: **Ed Stanek**
Phone: **312-886-8941**

Dates are subject to change - contact the CSD for specifics

Travel Training Branch

Fly into the Millennium with Travel training. The Travel and Transportation Reform Act of 1998 (Pub. L. 105-264, October 19, 1998) has brought a lot of changes to the Federal Travel Regulation. You'll want to enroll in our travel courses now and learn from the PROS.

You could say we've taken the hassle out of making travel plans with the "Plain Language" spoken here format; it eliminates the jargon, confusion and frustration. Our new question and answer format makes it easier than ever to get information you need quickly.

Other exciting changes include:

- Issuance of electronic voucher
- Mandatory use of travel credit card
- Employee reimbursement with 30 days, otherwise interest will be paid to employee

With all these new regulations, you'll want to enroll early to ensure your place in our class. You can easily register by sending your training form or other document to:

Registration
Travel Training Branch
490 L'Enfant Plaza, SW
Suite 8214
Washington, DC 20407

You may fax your form to 202-619-8999.

For course scheduling questions, please call 202-619-8907.

Visit our website at:

<http://www.midatlantic.gsa.gov/fss/travel/training.htm>

We look forward to seeing you in the Millennium!!!!

Approving Officials Responsibilities

The Joint Financial Management Improvement Program (JFMIP) Travel Reinvention Task Force recommended that agencies shift responsibility for travel voucher review from the voucher examiner to the travel authorizing/approving official or his/her designee.

Voucher examiners historically have been responsible for ensuring that vouchers are properly prepared according to pertinent regulations and agency procedures before being certified for payment. Such individual should be closer to the employee in both proximity and in knowledge of the employee's need to perform official travel, and therefore better able to determine if the claimed expenses are reasonable and were necessary.

GSA, FSS, Region 3 has developed a new 3.5 hour briefing on travel authorizing and vouchers.

Course content:

- Travel Authorizations
- **Prompt payment of vouchers (effective Jan 1, 2000)**
- Contract City-Pairs
- Agency Responsibility
 - Types of expenses covered by per diem
 - Travel of 24 hours or less
 - Cancelled TDY
 - Deviations for personal travel
- Requirements for voucher submission
 - Actual expense
 - Miscellaneous expenses
 - Use of POV's
 - Transportation allowable
 - Receipt requirements

For more information, please call Nancy Murphy, Program Expert, Transportation Management Branch, 202-619-8907 or Internet: nancy.murphy@gsa.gov

PREPAYMENT AUDIT IS COMING!!!!

Effective April 20, 2000, prepayment audit of all transportation bills is mandatory. The FSS Audit Division is holding an informational meeting on January 11th in the GSA Auditorium at 9:00 a.m. The GS Building is located at 1800 F Street, NW, Washington, DC, 20405. Join us to discuss the problems and solutions with implementing the prepayment audit.

WHY PREPAYMENT AUDIT

Because it means money for you. It's makes more sense for an agency to pay the RIGHT amount the first time than for GSA to collect overcharges back from the carriers after you've paid your bills. In FY 99, GSA's postpayment audit program recovered \$17.5 million in overcharges from carriers. After operating expenses, GSA turned the remainder over to the Treasury.

If those bills had been audited prior to payment, a large portion of those overcharges would have been identified...and your bills would have been lowered accordingly. Last fiscal year, the GSA approved prepayment audit contractors saved client agencies over \$2.3 million...a return on their investment of over 6 to 1. For every dollar spent, they avoided paying six dollars.

Avoid the rush! Sign up now and begin to reduce your operating expenses immediately. For more information contact James Fitzgerald...voice: 202-501-3000; e-mail: james.fitzgerald@gsa.gov; fax: 202-501-3008.

Relocation Allowances: FTR and JTR, Vol. II

Course number: 1745

This course explains in “Plain Language” allowances provided to eligible civilian employees making a permanent change of duty station.

- Temporary quarters allowances
- Property management expense reimbursement
- Home marketing incentive payments
- Contracting for residence-related relocation services
- Guaranteed home sales programs
- House hunting trip reimbursement
- Shipment of privately-owned vehicles within CONUS or overseas
- Service agreements for relocations
- Shipment of household goods
- Tour-renewal travel agreements
- Miscellaneous expenses
- Mobile homes
- Relocation to isolated areas
- Last home move
- Plus, travel authorizations, advances, and vouchers, including supervisor/authorizing official responsibility

Fast changing updates and streamlining of Federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None.

Cost: \$570

Length: 3 days.

Schedule:

Atlanta, GA	1745-01	Feb 01-03, 2000
	1745-02	Apr 11-13, 2000
	1745-03	Jul 11-13, 2000
Denver, CO	1745-04	Mar 07-09, 2000
	1745-05	May 02-04, 2000
	1745-06	Jun 20-22, 2000
FT Worth, TX	1745-07	Apr 18-20, 2000
Houston, TX	1745-08	Aug 01-03, 2000
Kansas City, MO	1745-09	Mar 14-16, 2000
	1745-10	May 16-18, 2000
	1745-11	Jul 25-27, 2000
Pensacola, FL	1745-12	Feb 29-Mar 02, 2000
	1745-13	May 23-25, 2000
	1745-14	Aug 22-24, 2000
Phoenix, AZ	1745-15	Feb 08-10, 2000
San Antonio, TX	1745-16	Jun 06-08, 2000
San Francisco, CA	1745-17	Mar 28-30, 2000
	1745-18	May 30-Jun 01, 2000
	1745-19	Aug 01-03, 2000
Seattle, WA	1745-20	Apr 25-27, 2000
	1745-21	May 09-11, 2000
	1745-22	Jul 11-13, 2000

Washington, DC	1745-23	Nov 02-04, 1999
	1745-24	Dec 07-09, 1999
	1745-25	Jan 25-27, 2000
	1745-26	Feb 22-24, 2000
	1745-27	Mar 21-23, 2000
	1745-28	Apr 18-20, 2000
	1745-29	May 09-11, 2000
	1745-30	Jun 13-15, 2000
	1745-31	Jul 18-20, 2000
	1745-32	Aug 15-17, 2000
	1745-33	Sep 12-14, 2000

Relocation Income Tax Allowances

Course number: 1750

Updated to the new “Plain Language” format, this course looks at the treatment of reimbursed moving expenses by Federal tax regulations. Students learn to distinguish between Federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax (RIT) Allowances and their impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. Students should bring hand calculators to class.

Intended for: Travel specialists, certifying officers, personnel specialists, administrative officers, and others who prepare agency travel regulations.

Prerequisite: Relocation Allowances: 1745.

Cost: \$480

Length: 2 days.

Schedule:

Pensacola, FL	1750-01	Feb 22-23, 2000
Washington, DC	1750-02	Jan 18-19, 2000
	1750-03	Feb 29-Mar 01, 2000
	1750-04	May 16-17, 2000
	1750-05	Jul 05-06, 2000
	1750-06	Aug 22-23, 2000

Shipping Household Goods Course number 1755

This course examines regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipments, and work with loss and damage claims.

Students also learn to select a carrier, book a shipment, and issue a Government Bill of Lading (GBL). Other areas of study include counseling employees on their entitlements, moving industry practices, and shipment handling; determining the market or replacement value of household goods; assisting employees in preparing damage/loss claims; and analyzing a carrier claim settlement. Instructional methods include lectures and exercises.

Intended for: Administrative and supply officers, transportation officers, and GBL issuing officers.

Prerequisites: None.

Cost: \$450

Length: 3 days.

Schedule:

Atlanta, GA	1755-01	Jun 20-23, 2000
FT Worth, TX	1755-02	Aug 08-10, 2000
Kansas City, MO	1755-03	Jan 04-06, 2000
San Francisco, CA	1755-04	Apr 04-06, 2000
	1755-05	Mar 07-09, 2000
	1755-06	May 16-18, 2000
Seattle, WA	1755-07	Feb 15-17, 2000
Washington, DC	1755-08	Mar 18-30, 2000
	1755-09	Jul 11-13, 2000

Temporary Duty Travel – Federal Travel Regulation (FTR) Course number 1760:

This course teaches students in “Plain Language” to understand temporary duty travel allowances and responsibilities concerning:

- Travel authorizations
- Contract air fares
- Travel management centers
- The government charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- * Fire safe accommodations
- * Voucher preparation upon completion of travel

Fast changing updates and streamlining of Federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None.

Costs: \$495

Length: 3 days.

Schedule:

Atlanta, GA	1760-02	Mar 21-23, 2000
	1760-03	May 09-11, 2000
	1760-04	Jun 27-29, 2000
Denver, CO	1760-05	Jan 11-13, 2000
	1760-06	Jul 25-27, 2000
	1760-07	May 30-Jun 01, 2000
Houston, TX	1760-08	Feb 29-Mar 02, 2000
	1760-09	Mar 21-23, 2000
	1760-10	Jan 25-27, 2000
Phoenix, AZ	1760-11	Apr 04-06, 2000
	1760-12	Apr 25-27, 2000
	1760-13	Jan 25-27, 2000
San Antonio, TX	1760-14	Jul 18-20, 2000
	1760-15	Aug 15-17, 2000
	1760-16	Mar 28-30, 2000
Seattle, WA	1760-17	Jun 06-08, 2000
	1760-18	Jul 25-27, 2000
	1760-19	Jul 25-27, 2000
Washington, DC	1760-20	Jan 11-13, 2000
	1760-21	Feb 08-10, 2000
	1760-22	Mar 07-09, 2000
	1760-23	Apr 04-06, 2000
	1760-24	May 23-25, 2000
	1760-25	June 20-22, 2000
	1760-26	July 11-13, 2000
	1760-27	Aug 22-24, 2000
	1760-28	Sep 19-21, 2000
	1760-29	
1760-30		

Temporary Duty Travel: JFTR-Vol. I; Uniformed Services Course number 1765

This course teaches students to understand temporary duty travel allowances and responsibilities for those who are uniform members of the Department of Defense. Topics covered are:

- Travel authorizations
- Travel management centers
- The government charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Voucher preparation upon completion of travel

Fast changing updates and streamlining of travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None.

Cost: \$495

Length: 3 days.

Schedule:

Pensacola, FL	1765-01	Mar 21-23, 2000
	1765-02	Jul 18-20, 2000
San Diego, CA	1765-03	Jan 11-13, 2000
	1765-04	Jun 13-15, 2000
Washington, DC	1765-05	Dec 14-16, 1999
	1765-06	Feb 01-03, 2000
	1765-07	Apr 25-27, 2000
	1765-08	Aug 15-17, 2000

Travel Manager Windows: Version 5/Version 7 Course Number 1769

This course teaches students to use computer software to automatically calculate travel costs and allowances and produce a correct agency travel form. Software includes the following:

- Contract airfares worldwide
- Per Diem rates worldwide
- Rental cars
- Firesafe hotels
- Maps of locations
- Tax exempt forms for certain cities
- Accounting classification
- Object class codes
- Mileage rates
- Federal Travel Regulation on line

Students learn how the system applies correct travel regulations and per diem rates according to Federal Travel Regulation.

Intended for: Travel managers and staff persons, who process travel documents, budget officials and travelers.

****This course is offered as an on-site special only.**

For more information, please call Ms. Nancy Murphy on (202) 619-8907 or email Nancy.Murphy@gsa.gov

Temporary Duty Travel: Department of Defense JTR, Vol. II Course number 1770

This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the Joint Travel Regulations – Vol. II for civilian employees with the Department of Defense. Topics covered are:

- Travel authorizations
- Contract air fares
- Travel management centers
- The government charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Voucher preparation upon completion of travel

Fast changing updates and streamlining of travel regulations make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None.

Cost: \$495

Length: 3 days.

Schedule:

Pensacola, FL	1770-01	Apr 18-20, 2000
	1770-02	Jun 13-15, 2000
San Diego, CA	1770-03	Feb 08-10, 2000
	1770-04	Jun 20-22, 2000
	1770-05	Aug 08-10, 2000
Washington, DC	1770-07	Jan 25-27, 2000
	1770-08	Mar 14-16, 2000
	1770-09	May 02-04, 2000
	1770-10	Jun 06-08, 2000
	1770-11	Jul 25-27, 2000
	1770-12	Aug 08-10, 2000

NEWS FLASH

Tool Control Room Opens in Hangar 3 in Lakehurst, NJ

Even the inside of a toolbox can be critical to successful flight operations. That is why the Naval Aircraft Tool control program is mandated by OPNAVINST 4790.2. The primary objective of the program is to enhance flight safety by eliminating aircraft accidents and incidents and associated equipment damage due to lost or misplaced and broken tools. In addition tool control programs reduce expenditures for initial outfitting and replacement of missing, defective and damaged tools. Reduces man-hours and improves the quality of aircraft maintenance.

Tool control programs are established for each weapon system via a NAVAIR 17 series Tool Control manual. Each Tool Control manual breaks down, by work center, task oriented tool boxes for performing different Maintenance tasks with each tool having a specific location within each tool box. Each toolbox is inventoried prior to and after each maintenance task. This provides positive accountability of all tools involved in aircraft maintenance.

Replacing worn, misused and lost tools becomes very costly. NAWCADLKE is instrumental in improving tool quality and in the development of efficient cost effective tool control programs stated Hal Kimball, In-Service Engineering. Navy Lakehurst identified a need to deliver turnkey tool control programs to fleet activities.

Another major player in the tool control program is the Prototyping and Manufacturing Department (PMD). Since PMD's primary mission is to serve as the Aircraft Division's link to the manufacturing industry, the department has made several enhancements to maintain their competitive edge and increase their value. One such enhancement was the creation of a designated tool control area now located in hangar three. This area combines a secure storage facility, computers, machinery and database of all existing tool drawings. "Originally we were operating in the back of our carpentry shop treating the effort as good fill in work" said Blair Weir, Manufacturing Program Manager. But the project soon turned into a full time effort generating approximately a million dollars annually.

PMD has implemented several other processes and procedures to develop an efficient cost effective tool control program. The PMD Industrial Coordinator (IC), Mrs. Janet Giordano, spearheads these efforts by providing technical and financial management and oversees all aspects of the program ensuring the ordering and delivery of all tools, machine scheduling as well as technical assistance and coordination of all other team members. The IC is complemented by a team of material specialist's and inventory control managers.

POC's for more information and assistance are as follows:

AT Lakehurst:	Mr. Hal Kimball	732-656-7139 DSN: 624-7139
	Janet Giordano	732-323-7253 DSN: 624-7253
AT GSA/FSS:	Rhonda Althaus	816-926-7398 DSN: 465-7398